



Embassy of the United States of America

Kigali, Rwanda
February 17, 2016

Dear Prospective Offeror:

SUBJECT: Request for Architect/Engineer Qualifications

Architect/Engineer services are needed for the investigation and design for upgrades to the Chief of Mission Residence and the construction of a new welding shop; estimated construction cost between \$100,000.00 (U.S. Dollars) and \$150,000.00 (U.S. Dollars). We will select an Architect/Engineer firm based on technical qualifications. Firms wishing to be considered for this project should submit the attached Standard Form 330. I have attached instructions for completing this form.

We will evaluate firms based on:

- Relevant, professional qualifications of the firm for the type of work required for projects having a construction value of at least \$100,000.00 (U.S. Dollars) in the past three years;
- Specialized experience and technical competence in the type of work required;
- Demonstrated success on similar projects in terms of quality of work and compliance with schedules;
- Personnel capacity to accomplish work;
- Knowledge of locality of project; and,
- Licensed in Rwanda.

Please submit a completed Standard Form 330 by 4:00 p.m. on March 16, 2016. Resumes of key individuals may be attached to this form.

If you have any questions on this please contact us via email at KigaliGSOProcurementrequest@state.gov.

Sincerely,

Vero Drilling,
Contracting Officer

Attachments:
As stated